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War Food Administration
Office of Distribution
150 Broadway
New York 7, N. Y.

November 30, 1944

To: District and Sub-District Representatives

From: F. D. Cronin
Regional Director

Subject: Production Urgency and Manpower Priorities Program
Reports

The Office of Labor in Washington is trying to devise a method whereby the representatives of the War Food Administration on the Manpower Priorities and Production Urgency Committees can report to them periodically certain information which they need for successful direction of the program.

During the early stages of War Food Administration participation in the Committee program, no regular reporting system was required, other than the sending in of minutes of the Committee meetings. When the program was expanded, the Office of Labor, for a period of two or three months, requested weekly reports from each alternate. This practice was discontinued in September.

They now find that they do not have enough information about the activities of the alternates, nor about the manpower needs of food industries in various areas, to carry on the work properly. They are continually getting requests for information and action with regard to certain food industries and find it necessary to send out special requests for current data. They hope to be able to work out a report which will not be unduly burdensome to the District Representative and which can be utilized for the purposes of the Regional Office, the State Extension Director, and the Office of Labor.

The Office of Labor is interested in obtaining, in one form or another, the information contained in the enclosed outline. For many of the items in this outline it would be necessary to give only a basic report and then to indicate periodically any changes which have occurred in that particular item. They should like to have these reports bi-weekly but are willing to be guided by the recommendation of the Regional Offices in this respect.

May we have your comments and recommendations on this proposal as soon as possible.

F. D. Cronin

Enclosures (2)

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OUTLINE OF SUGGESTED REPORT FORM TO BE USED BY MEMBER
PRODUCTION URGENCY AND MANPOWER PRIORITIES COMMITTEES

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I. The current food industry situation in your district

- A. State briefly your view of the over-all production and manpower situation in food industries in your district. Include any of the industries listed below which are significant in your district, as well as others you feel are worthy of mention.

Meat packing
Fruit and vegetable canning, packing, freezing, dehydrating
Poultry dressing and products
Grain Products
Fats and oils
Dairy products
Containers
Farm machinery
Chemicals and fertilizer
Food warehousing (particularly cold storage)
Fish canning
Wholesale and retail distribution
Sugar processing

- B. Name the food industries in your area which, in your opinion, are confronted with serious manpower problems, or will be within the next three months. For each industry so named, the following information should be provided:

1. To what extent is the industry behind production schedules?
2. At what percent of capacity is the industry operating?
3. What production urgency and manpower priority ratings does this industry have? Are these ratings sufficient to obtain referrals?
4. What types of workers are needed? How many?
5. What are the wage rates in this industry for workers needed, and how do these rates compare with those for similar jobs in other industries? Is recruitment difficult because of disparity in wage rates?
6. Do such factors as working conditions and labor disputes impede recruitment?
7. What efforts have been made to solve the manpower problems of this industry and what success has been achieved?

II. Participation in activities of Production Urgency and Manpower Priorities Committees

A. Personnel working on Committee program

1. Functions and official status of each

2. Changes since last report

B. Effectiveness of War Food Administration representation

1. To what extent does Committee follow War Food Administration recommendations?
2. Are food industries getting action from the Committee adequate for their needs?
3. What kind of relations does the alternate have with the Committee Chairman and other Committee members?
4. How is the business of the Committee handled? Is there delegation of authority for certain actions to Sub-committees or committee members?

III. Public Relations

A. What publicity about War Food Administration participation in the Committee program has appeared?

B. How well is the program understood by the food industry people?

IV. Other comments. (Include any requests for expedition or certification of wage adjustment cases and any Selective Service problems in which you have been involved.)

DISTRICT BI-WEEKLY REPORT - PRODUCTION URGENCY AND MANPOWER
PRIORITIES PROGRAM

DISTRICT _____ (Name, title) _____	WEEK ENDING _____	NUMBER	AMOUNT OF TIME DEVOTED IN HOURS
		Administrative Personnel	Clerical Personnel
COMMITTEE MEETINGS			
PERSONAL VISITS & CONTACTS OUTSIDE OFFICE			
VISITS IN OFFICE			
CORRESPONDENCE & PHONE CALLS			
TOTAL			

NUMBER CASES RECEIVED AND REJECTED BY DISTRICT OFFICE Number _____

COMMITTEE ACTION

<u>CASES PRESENTED TO A.P.U.C.</u>	DEFERRED	APPROVED	DISAPPROVED	RATING GRANTED
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CASES PRESENTED TO A.M.P.C.

Action taken on cases PREVIOUSLY
Submitted for Committee action _____

